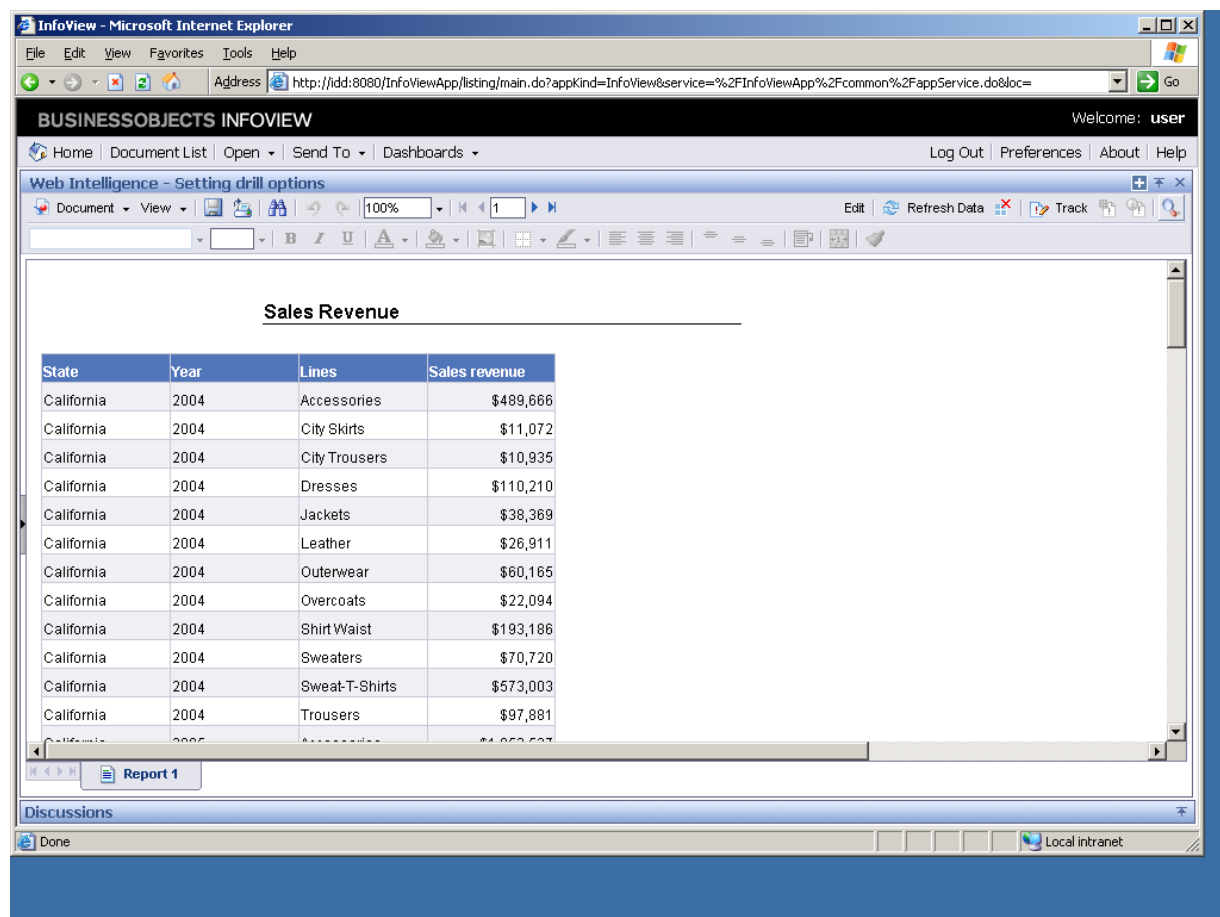Procedure

1. Start the transaction using the menu path or transaction code.

2. Start the transaction using the menu path or transaction code.

Internal

3. Click **Start Drill Mode** .

> You can drill on dimension values in tables, section cells, and charts on a report.

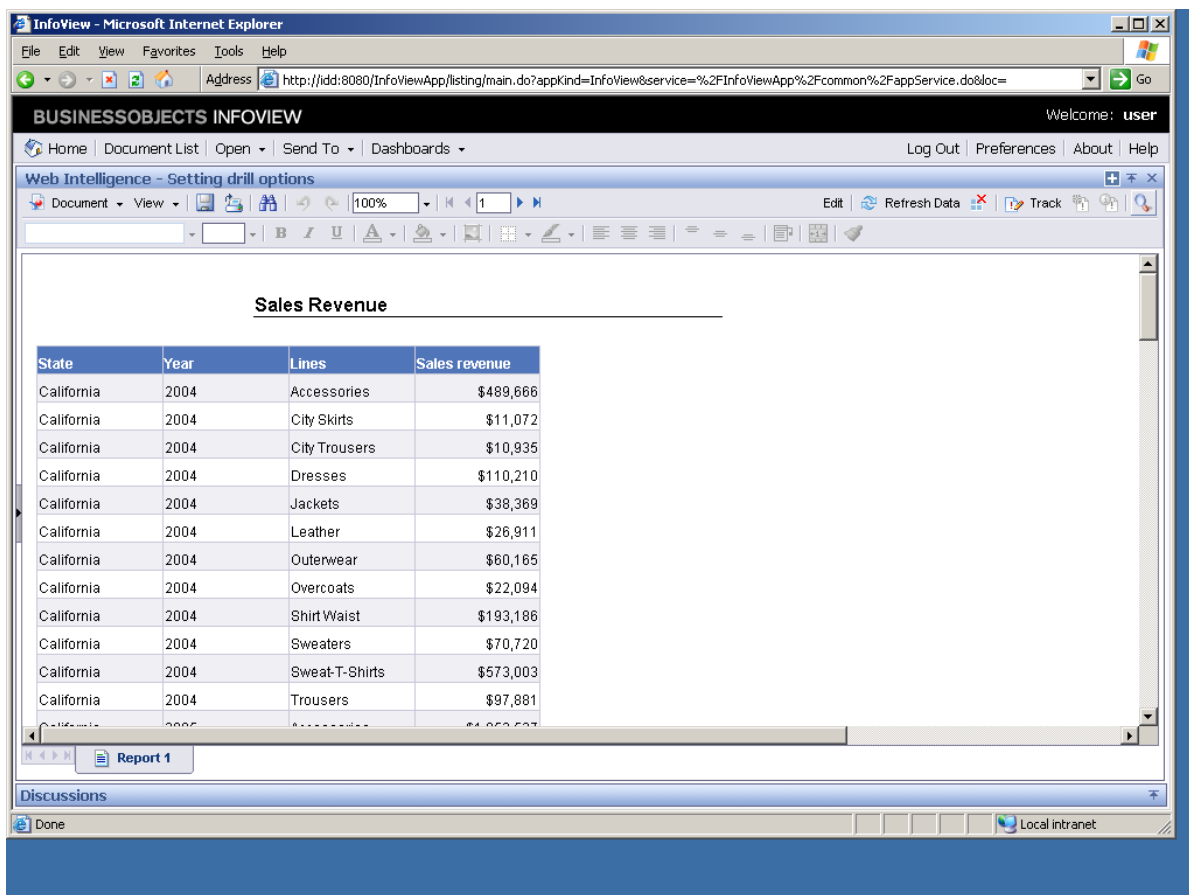To start a drill session, you need to click the Drill button.

Note: You need the necessary access rights from your administrator to perform a drill.

4. Click **End Drill Mode** .

The Drill button is pressed in when you are working in drill mode and the drillable values display on the report as hyperlinks.

To end the drill session click the Drill button.

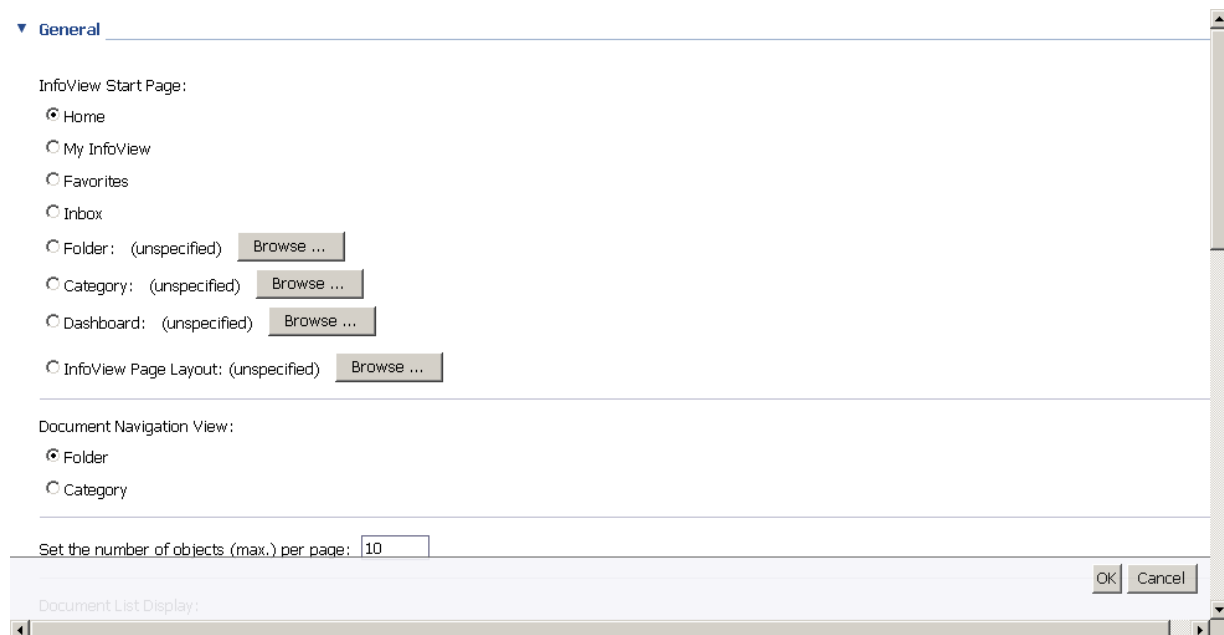Internal

5. Click **Preferences**.

    You set the drill options in InfoView. When you modify the drills options, the modifications are implemented the next time you start drill mode.

    To set drill options on the InfoView toolbar, click the Preferences button

Internal

6. Click the **down arrow** ▼ to hide the General preferences.

Internal

▣ General _____

▸ Change Password _____

▸ Web Intelligence _____

▸ Desktop Intelligence _____

▸ Crystal Reports _____

▸ Dashboard and Analytics _____

7.   Click the **left arrow** ▸ to show the Web Intelligence preferences.

Internal
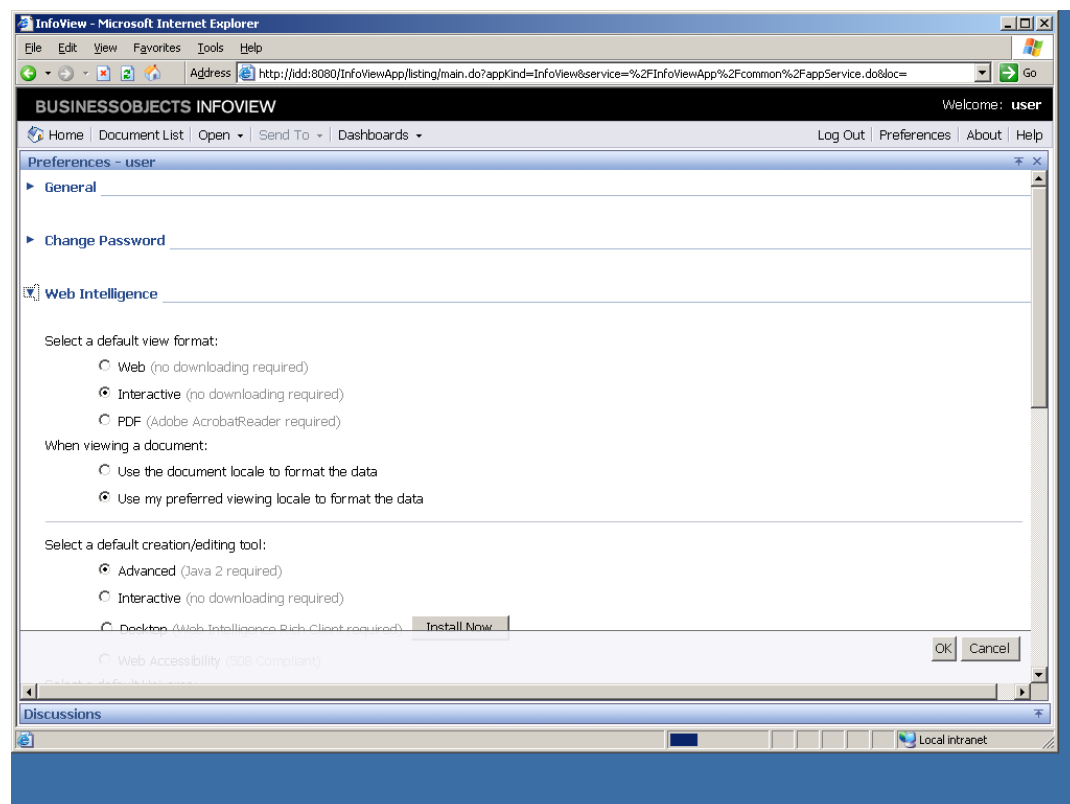
8. Press [Enter] to continue.

   In the *Select a view format:* section, select the view format that corresponds to the tasks you want to perform on reports:

   - HTML:Perform drill analysis only.

   - Interactive:Perform drill, analysis and interactive reporting which includes sorting and filtering, adding predefined and custom calculations, modifying the selection of data displayed in tables and charts, and modifying formatting.

   Press **[Enter]** to continue.

9. Click the **Start drill on the existing report** option.

   Select the option that corresponds to whether you want to alter your existing report with the drill, or to apply the drill on a copy of it.

10. Click OK.

    Remember to save your changes.

11. Click **Start Drill Mode** .

12. Press [Enter] to continue.

    When you select the Start drill on the same report option, you can drill on the report so that the report is modified by your drill actions.

    When you end drill mode, the report displays the drilled values.

    Press **[Enter]** to continue.

13. Click the **Start drill on a duplicate report** option.

14. Click **Start Drill Mode** .

15. Press [Enter] to continue.

> With the *Start drill in a duplicate report* option selected,InfoView creates a duplicate of the original report. When you end drill mode, both the original report and the drilled report remain in the document for you to view.
>
> Press **[Enter]** to continue.

16. Click the **Prompt if drill requires additional data** option.

> Select the options that you would like to apply during your drill sessions.

17. Click **Start Drill Mode** .

18. Click any link labeled**California** .

19. Press [Enter] to continue.

> This prompt appears informing you that the drill cannot proceed because Web Intelligence requires a new query to add more data to the document. The prompt lets you select dimensions and filters that will allow the drill to proceed.
>
> Press **[Enter]** to continue.

20. Click the **Synchronize drill options on report blocks** option.

21. Click any link labeled **2004**.

22. Click the **Year = 2004** option.

23. Click **OK**.

24. Press [Enter] to continue.

When the *Synchronize drill on report blocks* option is selected, both the table and the chart display the drilled values.

Press **[Enter]** to continue.

25. Clear the **Synchronize drill on report blocks** option.

Note that for this exercise the *Prompt if drill requires additional data* option has been cleared for you.

26. Click any link labeled **2004**.

27. Press [Enter] to continue.

The *Synchronize drill on reports blocks* option is not selected so only the table displays the drilled values.

Press **[Enter]** to continue.

28. Click the **Hide drill toolbar** option.

29. Press [Enter] to continue.

Since you enabled the *Hide drill toolbar* option,
Web Intelligence hides the Drill toolbar even though you are in drill mode.

Press **[Enter]** to continue.

30. Clear the **Hide drill toolbar** checkbox.

31. Click the **Accessories** link.

32. Press [Enter] to continue.

The Drill toolbar displays the value that filters the drilled results.

Press **[Enter]** to continue.